United States Department of State

Foreign Affairs Manual

VOLUME 9 – Visas

Change Transmittal: VISA-1933
Date: October 10, 2012

9 FAM 41.113
PROCEDURAL NOTES

Changes

1. This Change Transmittal updates 9 FAM 41.113 Procedural Notes by making minor edits as part of CA/VO's annual FAM review.
2. Current changes are shown in ***italic*** and ***dark magenta*** to make it easier for the reader to identify them. However, if 50% or more of the subchapter is being revised, the ***italic*** and ***dark magenta*** can make it harder to identify changes. In those cases, normal black font is used throughout.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is CA/VO/L/R. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 9 FAM 41.113 Procedural Notes (CT:VISA-1803; 02-09-2012) and insert the new 9 FAM 41.113 Procedural Notes (CT:VISA-1933; 10-10-2012).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:VISA-1933 and initial.

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.